

ArtWorks is hiring.

Position: **Creative Services Intern**

Location: ArtWorks Administrative Offices, 811 Race Street, Cincinnati, OH 45202

Salary: \$9/hour; 15-25 hours per week

Reports to: Creative Services Manager

Start date: Sept 01, 2008 – negotiable

Founded in 1996, ArtWorks is the premier organization in the region offering employment opportunities for teens, engaging public art, and arts education experiences for the Greater Cincinnati community. Over the past decade, ArtWorks has produced public art (the Big Pig Gig in 2000, Bats Incredible in 2003, Scoop City Ice Cream Truck in 2005, and The Outdoor Museum: Harmony in 2006), as well as numerous community projects through an annual Summer Program. ArtWorks is committed to creating high quality works of art that will have lasting value for the community, youth and the City of Cincinnati.

The Creative Services department of ArtWorks handles a number of internal and external projects, mostly focusing on public art and communications with Professional Artists and ArtWorks Funders/clients. Current Projects include, but are not limited to: ArtWorks Artist Registry, ArtWorks ArtBank, artistic component of the Ludlow Streetscapes Project, Secret ArtWorks and ArtWorks website development.

The Creative Services Intern will serve as support staff for the administration team, working closely with the Creative Services Manager. This is an ideal opportunity for a candidate seeking to gain meaningful and extensive experience in project planning, development, implementation and technical expertise in a not-for-profit arts organization.

Key responsibilities of the Creative Services Manager Intern include:

- Maintenance of project-related databases;
- Organizing project materials including the handling of works of art;
- Maintaining sections of ArtWorks website (will train);
- Distributing Artist Registry announcements;
- Assistance with all aspects of coordination and execution for Creative Services;
- Other duties as assigned.

The ideal candidate will possess the following qualifications and/or characteristics:

- Superior verbal and written communication skills and the ability to communicate effectively;
- Ability to independently set priorities and multi-task;
- Great organizational skills;
- Interest in contemporary art as well as public and urban issues in the Cincinnati; and
- Experience with Microsoft Office Products (including Excel, Access, Word and PowerPoint); Adobe Products (including Photoshop, Illustrator and Dreamweaver) and Raiser's Edge Database
- Experience or ability to quickly learn website languages: HTML, PHP, MySQL

Education and/or Experience: Ideally a graduate candidate in Arts Administration, Art Education, Graphic Arts or similar field. Experience with design, including print and web, preferred.

Interested candidates should send resume and cover letter to Cathy Wash, Creative Services Manager, ArtWorks, 811 Race Street, Cincinnati, OH 45202 or Cathy@ArtWorksCincinnati.org.

For more information on ArtWorks, please visit the website at www.ArtWorksCincinnati.org.